



DISCIPLINARY PANEL CHAIR ROLE DESCRIPTION

ROLE SUMMARY

To chair an Investigation Panel, Disciplinary Panel or Appeal Panel set up to consider complaints referred under the England Netball Disciplinary Regulations 2021.

TRAINING REQUIREMENT

The role of Disciplinary Chair involves mandatory training which is facilitated by England Netball and designed to support volunteers in their role. This training requires a time commitment of 7-8 hours and training must be completed every 2 years.

TIME COMMITMENT

Time commitment varies case by case and the type of panel you are chairing. An estimated commitment for each panel would be 2-6 hours comprising preparation in advance, attendance at any hearing and any follow up correspondence.

KEY RESPONSIBILITIES

- Complete all required training for the role.
- Declare any conflict of interest should one arise prior to or during involvement with any panel and manage conflict of interests that may arise with the other panel members.
- Once appointed to Chair a panel liaise with the Disciplinary Secretary and other panel members to prepare for hearings.
- Follow the procedural guidelines laid down in the Disciplinary Regulations and provide leadership to the panel.
- Review all evidence which is submitted prior to any hearing and in consultation with the panel members determine if additional information is required.
- Chair panel meetings and hearings in accordance with the Disciplinary Regulations.
- Make fair, considered, reasonable and proportionate decisions after hearing the evidence presented when sitting as a panel member.
- Understand, appreciate and follow the procedures detailed in the Disciplinary Regulations and support other members of the panel to do so.
- Maintain the highest levels of confidentiality.

THE ROLE OF DISCIPLINARY CHAIR WOULD BENEFIT FROM THE FOLLOWING SKILLS AND EXPERIENCE

- Leadership skills and experience in chairing meetings.
 - Interpersonal and communication skills.
 - Active listening skills and sensitivity to individual cases.
 - Ability to effectively question.
 - Ability to focus on facts, maintain an impartial and open mind to make reasonable and reasoned decisions.
 - Awareness and respect for confidentiality throughout the process.
 - Access to emails and the ability to participate in virtual hearings using online conferencing technology.
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